MINISTRY OF JUSTICE

ROLE DESCRIPTION: EXECUTIVE OFFICER [ADMINISTRATION]

CORPORATE INFORMATION

1. **Position Level** : Salary Band E
2. **Salary** : $19,041.75 - $24,412.50
2. **Duty Station** : Suva, travel to other districts required
3. **Reporting Responsibilities:**

a) **Reports to** : Administrative Officer,
b) **Liaises with** : Ministry staff and head of sections and general Public
c) **Subordinates** : Clerical Officers

POSITION PURPOSE

This position contributes to improving the overall service delivery of the Ministry of Justice by providing administrative support for training, human resource, Occupational Health and Safety and Asset management activities.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements and Standard Operating Procedures (SOPs):

1. Supervise all aspects of Clerical Officers' activities such as assigning duties and ensure they continually develop their customer service skills;
2. Assist in ensuring that all approved training is facilitated in a timely manner and provide training administration support;
3. Assist the Administration Officer in human resource management activities;
4. Provide administrative support for Asset Management such as the updating of the Ministry's Fixed Asset Register and inventory;
5. Supervise procurement, ensure that all items purchased is in compliance with Procurement Policy; / monitor the use of purchased goods and materials and ensure quality record keeping;
6. Actively contribute to the corporate requirements of the Ministry, including planning, budget and human resource activities where required.

KEY PERFORMANCE INDICATORS

1. Ensure all operational activities are carried out in accordance with the relevant policies and guidelines of the ministry, Civil Service Guidelines and the Laws of Fiji;
2. All human resource activities and staff related matters completed on time to required standards;

3. All reports at the required standard are submitted in a timely manner with accurate and relevant data; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and human resources activities are actively undertaken when required.

PERSON SPECIFICATION

In addition to a Diploma (or equivalent work experience) in Management and Public Administration, Business Administration, Commerce or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least two (2) years practical working experience in an administration, financial or similar discipline in a public or corporate environment;
2. Working knowledge of best practice training, HR, Asset Management or financial management policies and procedures;
3. Understanding teams and how to work within a high performing team; and
4. Understanding of the Fijian constitution 2013 and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Very good communication skills and the ability to tactfully deal with staff and customers within legislative and policy parameters;
2. Demonstrated ability to supervise staff: organise, motivate, train, monitor and record;
3. Ability to follow instructions and meet deadlines;
4. Demonstrated ability to maintain confidentiality;
5. Capacity to utilise computer programs to support the operations of the organisation; and
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

All applicants for employment in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Justice is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.